

Emergency Health and Medical Services Administration

LAW ENFORCEMENT PANDEMIC INFLUENZA
PREPAREDNESS CHECKLIST

This checklist¹ provides guidance for editors and publishers in developing and improving influenza pandemic response and preparation plans. These steps are not in chronological order. More information about pandemic flu is available at doh.dc.gov or www.pandemicflu.gov. Similar plans should be developed for maintaining operations during emergencies that involve destruction of property and equipment, loss of utilities and impassability of roads and bridges. An influenza pandemic occurs when a new influenza virus emerges that people have little or no immunity to and for which there may be no vaccine. The disease spreads easily through person-to-person contact and causes serious illness or death. It can sweep across the country and around the world very quickly. At present, avian (bird) flu — H5N1 — is spread by birds. It is not spread through person-to-person contact. However, there is concern that it may mutate to become easily spread person-to-person. At that point, it could become a pandemic flu. In the event of a global disease outbreak, Law Enforcement will play a critical role in providing the public with information regarding vaccination, treatment, self-care, isolation and quarantine.

1. Plan for the impact of a pandemic on your organization and its mission			
Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review the organization's mission to determine what organizational functions would have to be altered in the event of a pandemic.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Determine the potential impact of a pandemic on outside resources your organization depends upon.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outline the organizational structure to be used during a pandemic when staffing is reduced, including key contacts with multiple back-ups
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test your response and coordination using a drill or exercise.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local health department to develop key security messages for the public during a potential pandemic flu outbreak.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Obtain current contact information for key health and other county public information contacts (202-671-5000).

2. Communicate with and educate your staff and persons in the communities you serve			
Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invite your local health department (202-671-5000) to provide an introductory briefing to your staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local health department to provide prevention and treatment information to staff and their families. Use the US Dept. of Health and Human Services 11 Steps for Personal Safety to train Law Enforcement.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide individual and family preparedness guidance and information to staff to be self-sustaining during an emergency.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Encourage the community, including local businesses, schools, colleges, medical providers to prepare for a pandemic flu outbreak. (Checklists available online at doh.dc.gov or www.pandemicflu.gov).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local health dept to obtain information to brief all Law Enforcement Officers about pandemic flu to enable effective security in the event of an outbreak. (Check DC Department of Health at doh.dc.gov or call 202-671-5000 for current information).
3. Plan for the impact of a pandemic on your staff and the communities you serve			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish mechanisms to cover essential tasks if 30-50% of your staff were ill or caring for their seriously ill family members.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish a list of critical priorities to be covered and determine alternative mechanisms for addressing vital tasks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local health department (202-671-5000) to consider first responder-type priority vaccination policies in the event of an outbreak for key Law Enforcement staff.
4. Set up/review/clarify policies to follow during a pandemic			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and practices for preventing the spread of influenza at the worksite (requiring respiratory hygiene in places and situations with public interaction).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review assignments and policies to enable telecommuting to reduce transmission of infection.

5. Allocate resources to protect your staff and persons in the community you serve☐☐☐

Provide for sufficient and accessible infection control supplies (hand-hygiene products, tissues, face masks) at convenient locations for staff..

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Arrange for availability of medical consultation and advice.

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Enhance communications and information technology needed to support employee telecommuting where possible.

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Consider establishing agreements with other Law Enforcement agencies in the event of severe staffing shortages.

6. Coordinate with external organizations☐☐☐

Consider participating in the District of Columbia Department of Health Emergency Health and Medical Services Team to improve security during public health crisis. (Call 202-671-5000).